

**SUMMARY OF THE  
MEMBERSHIP AND OUTREACH MEETING  
JUNE 20, 2002**

The Membership and Outreach Committee of the National Environmental Laboratory Accreditation Program (NELAP) met on Thursday, June 20, 2002, at 11:00 a.m. Eastern Daylight Time (EDT) via teleconference. Chairperson Ms. Sherry Clay of the Texas Department of Health led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss items that follow.

**REVIEW OF PREVIOUS MINUTES**

Ms. Clay called the meeting to order and took attendance. Minutes from the May 23, 2002, teleconference were reviewed and accepted as submitted.

**OLD BUSINESS**

***Website Update*** – Ms. Jeanne Hankins has reviewed the updated website and has approved all changes. One minor change was suggested from a Committee member regarding the website. Mr. Mike Ciolek will take necessary action to implement this suggestion.

***NELAC Poster*** – Mr. Edward Kantor is having another poster printed for NELAC 8. This poster will be displayed behind the registration desk. The poster will be sent to Ms. Clay after NELAC 8, which she can loan to others for their use.

***Extension of Membership Terms*** – The term of membership in the Membership and Outreach Committee is currently three years. Members would like to extend the term to five years. Ms. Clay has contacted Dr. Ken Jackson regarding this issue and has agreed to draft language in the proposed Constitution and Bylaws to satisfy this concern.

**PREPARATIONS FOR NELAC 8**

***Meeting Agenda*** – Ms. Clay reviewed the detailed agenda for the Membership and Outreach Committee meeting at NELAC 8. She suggested inviting a representative from each standing committee to attend the Membership and Outreach meeting at the Conference to discover ways the Committee could aid others in getting their job accomplished. Members discussed having liaisons to or from other standing committees on a regular basis and not just at the annual conference. Members of the Membership and Outreach Committee would join other committees' teleconferences, or the Membership and Outreach Committee would invite a representative from other committees to join their teleconferences. This would enable the Membership and Outreach Committee to address concerns from other committees in a more timely fashion.

***New Members*** – Three new members have been asked to join the Committee. Ms. Silky Labie has not yet contacted them with a formal invitation, but will hopefully have that completed by NELAC 8.

***Article for American Laboratory*** – The Membership and Outreach Committee has been asked to write an article for the magazine, “American Laboratory”. This article needs to be 8-10 pages and should be submitted for the October issue. Discussion ensued regarding who should write this article and what information should be included. Members decided that they would collect ideas and information during NELAC 8 and discuss the article at a future meeting.

#### **FUTURE MEETINGS**

The next teleconference will be held during NELAC 8, July 11, 2002, at 8:00 a.m. EDT.

#### **ADJOURNMENT**

With no further business to discuss, the meeting was adjourned.

**ACTION ITEMS  
MEMBERSHIP & OUTREACH COMMITTEE MEETING  
JUNE 20, 2002**

<b>Item No.</b>	<b>Date Proposed</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	06/20/02	Mr. Ciolek will make suggested changes to the website.	ASAP

**PARTICIPANTS  
MEMBERSHIP & OUTREACH COMMITTEE MEETING  
JUNE 20, 2002**

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